

Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2019-0027
Schedule Status	Approved
Agency or Establishment	Citizenship and Immigration Services
Record Group / Scheduling Group	Records of U.S. Citizenship and Immigration Services
Records Schedule applies to	Agency-wide
Schedule Subject	Waiver Requests in support of Applications, Petitions, or Requests
Internal agency concurrences will be provided	No
Background Information	<p>U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. USCIS processes applications, petitions, and requests pursuant to the Immigration and Nationality Act (INA) and issues documentation to applicants, petitioners, and requestors to reflect their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens. Requestors may file applications, petitions, and benefit requests by submitting the appropriate forms, with fee.</p> <p>Waivers are used by applicants when grounds of a status or action apply to the applicant but the applicant is requesting that the status or action be waived. Statuses and actions that can be waived vary and range from the status of inadmissibility to the US to the action of payment of fees for an application. The waiver type, fee, filing instructions, and eligibility will depend on the ground or grounds of inadmissibility applicable in the case, as well as the individual facts and circumstances of each case. This schedule applies to the following waivers and any supporting evidence and documentation:</p> <ul style="list-style-type: none">• I-192, Application for Advance Permission to Enter as a Nonimmigrant• I-193 Application for Waiver of Passport and/or Visa• I-508 Request for Waiver of Certain Rights, Privileges, Exemptions and Immunities• I-508F Request for Waiver of Certain Rights, Privileges, Exemptions and Immunities for French Nationals• I-601 Application for Waiver of Grounds of Inadmissibility• I-601A Application for Provisional Unlawful Presence Waiver• I-602 Application by Refugee for Waiver of Grounds of Excludability• I-612 Application for Waiver of the Foreign Residence Requirement

(Under Section 212(e) of the Immigration and Nationality Act, as Amended)

- I-752 Application for Waiver of Requirement to File Joint Petition for Removal of Conditions
- I-912 Request for Fee Waiver
- I-936 Request for Waiver of Online Filing Requirements

* This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files) prior to the approval of this schedule.

Note: Records that are linked to national security, law enforcement, fraud, litigation holds, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
19	1	18	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0027

Sequence Number	
1	Request for Waivers in support of applications for long-term benefits (benefits lasting more than two years).
1.1	When waiver request is approved (excluding form I-912, Request for Fee Waiver). Disposition Authority Number: DAA-0566-2019-0027-0001
1.2	Form I-912 when waiver approved. Disposition Authority Number: DAA-0566-2019-0027-0002
1.3	When the waiver request is approved but not used Disposition Authority Number: DAA-0566-2019-0027-0003
1.4	When waiver request is denied Disposition Authority Number: DAA-0566-2019-0027-0004
1.5	When waiver request is abandoned Disposition Authority Number: DAA-0566-2019-0027-0005
1.6	When waiver request is withdrawn Disposition Authority Number: DAA-0566-2019-0027-0006
1.7	When waiver request is terminated Disposition Authority Number: DAA-0566-2019-0027-0007
1.8	When waiver request is administratively closed Disposition Authority Number: DAA-0566-2019-0027-0008
1.9	When waiver request is rejected for Non Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2019-0027-0009
1.10	When waiver request is rejected by the Lockbox Disposition Authority Number: DAA-0566-2019-0027-0010
2	Request for Waivers in support of applications for short-term benefits (benefits lasting two years or less).
2.1	When waiver request is approved Disposition Authority Number: DAA-0566-2019-0027-0011
2.2	When the waiver benefit is approved but not used. Disposition Authority Number: DAA-0566-2019-0027-0012
2.3	When waiver request is denied. Disposition Authority Number: DAA-0566-2019-0027-0013
2.4	When waiver request is abandoned. Disposition Authority Number: DAA-0566-2019-0027-0014
2.5	When waiver request is withdrawn. Disposition Authority Number: DAA-0566-2019-0027-0015

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| 2.6 | When waiver request is terminated.
Disposition Authority Number: DAA-0566-2019-0027-0016 |
| 2.7 | When waiver request is administratively closed.
Disposition Authority Number: DAA-0566-2019-0027-0017 |
| 2.8 | When waiver request is rejected due to NSF.
Disposition Authority Number: DAA-0566-2019-0027-0018 |
| 2.9 | When waiver request is rejected by the Lockbox.
Disposition Authority Number: DAA-0566-2019-0027-0019 |

Records Schedule Items

Sequence Number	
1	<p>Request for Waivers in support of applications for long-term benefits (benefits lasting more than two years). Waivers are requested from applicants to waive a status or action otherwise required by USCIS policy or the Immigration and Nationality Act. Statuses and actions that can be waived vary: from status of inadmissibility to the United States to the payment of fees for an application. The waiver type depends on the ground or grounds of inadmissibility applicable in the case, as well as the individual facts and circumstances of each case. Long-term benefits include, but are not limited to, the granting of U.S. citizenship to those who are eligible, authorizing individuals to reside in the U.S. on a permanent basis, and providing aliens with the eligibility to work in the United States. This schedule applies to the waiver form and any supporting evidence and documentation.</p>
1.1	<p>When waiver request is approved (excluding form I-912, Request for Fee Waiver).</p> <p>Disposition Authority Number DAA-0566-2019-0027-0001</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's date of birth (DOB).</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2010 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Every 12 Months</p>

1.2

Form I-912 when waiver approved.

Disposition Authority Number **DAA-0566-2019-0027-0002**

Applicants may use Form I-1912 to request a fee waiver (or submit a written request) for certain immigration forms and services based on a demonstrated inability to pay.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 100 year(s) after Date of birth (DOB)**

Additional Information

GAO Approval **Not Required**

1.3

When the waiver request is approved but not used

Disposition Authority Number **DAA-0566-2019-0027-0003**

Those waivers that USCIS grants but are never exercised.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 100 year(s) after year of birth**

Additional Information

GAO Approval **Not Required**

1.4

When waiver request is denied

Disposition Authority Number **DAA-0566-2019-0027-0004**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **Yes**

Do any of the records covered
by this item exist as structured
electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 100 year(s) after year of birth**

Additional Information

GAO Approval **Not Required**

1.5

When waiver request is abandoned

Disposition Authority Number **DAA-0566-2019-0027-0005**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing? **Yes**

Do any of the records covered
by this item exist as structured
electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 100 year(s) after year of birth**

Additional Information

GAO Approval **Not Required**

1.6

When waiver request is withdrawn

Disposition Authority Number **DAA-0566-2019-0027-0006**

1.7	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
	Additional Information	
	GAO Approval	Not Required
	When waiver request is terminated	
Disposition Authority Number	DAA-0566-2019-0027-0007	
1.8	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
	Additional Information	
	GAO Approval	Not Required
	When waiver request is administratively closed	
Disposition Authority Number	DAA-0566-2019-0027-0008	
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	

1.9	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
	Additional Information	
	GAO Approval	Not Required
	When waiver request is rejected for Non Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2019-0027-0009
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Cutoff Instruction	Cutoff after date of NSF notice.	
Retention Period	Destroy 2 year(s) after date of the NSF notice	
Additional Information		
GAO Approval	Not Required	
1.10	When waiver request is rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2019-0027-0010
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff after date of rejection.
	Retention Period	Destroy 6 year(s) after date of rejection
	Additional Information	
	GAO Approval	Not Required
2	Request for Waivers in support of applications for short-term benefits (benefits lasting two years or less). Waivers are requested from applicants to waive a status or action otherwise required by USCIS policy or the Immigration and Nationality Act. Statuses and actions that can be waived vary: from status of inadmissibility to the United States to the payment of fees for an application. The waiver type depends on the ground or grounds of inadmissibility applicable in the case, as well as the individual facts and circumstances of each case. Short-term benefits include, but not limited to, Temporary Visitors including business travelers to the U.S., Students who come to the U.S., and recreational visitors to the U.S.. This schedule applies to the waiver form and any supporting evidence and documentation.	
2.1	When waiver request is approved	
	Disposition Authority Number	DAA-0566-2019-0027-0011
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff after date of approval.
	Retention Period	Destroy 7 year(s) after date of approval
	Additional Information	

2.2	GAO Approval	Not Required
	When the waiver benefit is approved but not used.	
	Disposition Authority Number	DAA-0566-2019-0027-0012
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff when visa becomes available or when waiver is filed, whichever is later.
	Retention Period	Destroy 7 year(s) after the visa becomes available or after the waiver request was filed, whichever is later
2.3	Additional Information	
	GAO Approval	Not Required
	When waiver request is denied.	
	Disposition Authority Number	DAA-0566-2019-0027-0013
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
Additional Information		

2.4	GAO Approval	Not Required
	When waiver request is abandoned.	
	Disposition Authority Number	DAA-0566-2019-0027-0014
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
2.5	Additional Information	
	GAO Approval	Not Required
	When waiver request is withdrawn.	
	Disposition Authority Number	DAA-0566-2019-0027-0015
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Retention Period	Destroy 100 year(s) after year of birth	
2.6	Additional Information	
	GAO Approval	Not Required
	When waiver request is terminated.	
	Disposition Authority Number	DAA-0566-2019-0027-0016

2.7	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
	Additional Information	
	GAO Approval	Not Required
	When waiver request is administratively closed.	
Disposition Authority Number	DAA-0566-2019-0027-0017	
2.8	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after year of birth
	Additional Information	
	GAO Approval	Not Required
	When waiver request is rejected due to NSF.	
Disposition Authority Number	DAA-0566-2019-0027-0018	
Final Disposition	Temporary	
Item Status	Active	

2.9	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff after date of NSF notice.
	Retention Period	Destroy 2 year(s) after date of NSF notice
	Additional Information	
	GAO Approval	Not Required
	When waiver request is rejected by the Lockbox.	
	Disposition Authority Number	DAA-0566-2019-0027-0019
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff after date of rejection.
	Retention Period	Destroy 6 year(s) after date of rejection
	Additional Information	
	GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/18/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/19/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
12/03/2020	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
12/03/2020	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
12/07/2020	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
12/08/2020	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
12/09/2020	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
04/23/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/28/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/12/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist